



## UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA EL TORO  
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ABO 1754.4  
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31 Mar 98

### AIR BASES ORDER 1754.4

From: Commander

To: Distribution List

Subj: AIR BASES TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)

Ref: (a) Public Law 101-510

(b) MCO P1754.5 w/Ch 1

1. Purpose. To publish requirements for and procedures regarding the TAMP and to provide guidance to Reporting Unit Commanders, Unit Transition Counselors, Personnel Officers, Career Planners and program participants.
2. Background. Reference (a) requires the Department of Defense (DoD), in conjunction with the Department of Labor and the Department of Veterans Affairs, to provide transition assistance services to military personnel and their families leaving active duty. Family Service Centers (FSC) worldwide have been tasked with the requirement of providing this assistance. Reference (b) establishes policy and assigns responsibilities for operating the TAMP for active duty, separating or retiring Marines and their families. Each reporting unit commander is responsible for ensuring that separating Marines receive the transition benefits and/or services to which they are entitled.
3. Summary. This Order has been issued to amplify provisions of reference (b). These requirements include:
  - a. Chapter 5, paragraph 5011 requires Reporting Unit Commanders to designate in writing at least one officer, staff noncommissioned officer or civilian of equivalent grade to serve as the Unit Transition Counselor (UTC) on an additional duty basis.
  - b. Chapter 5 also details duties and responsibilities of Installation Commanders, Installation FSC Career Resource Management Center (CRMC) Managers, Reporting Unit Commanders, Personnel Officers, Career Planners, and UTC's.

4. Information. The DoD has established the TAMP to implement the programs which fall under their scope of responsibility. To achieve the goals of TAMP all separating Marines are made aware of, and have access to, the numerous programs and services (military, government, non-profit, and commercial) available to them in the transition process.

a. The Marine Corps Air Station (MCAS) El Toro FSC CRMC located in Building 279T directs the TAMP. The hours of operation are Monday through Friday from 0730-1630.

b. The TAMP class includes a mandatory preseparation brief providing participants with information on financial planning, relocation assistance, change management, veterans benefits, pay travel, household goods shipping, and reserve affairs. All Marines will attend this brief no later than 90 days prior to Expiration of Active Service (EAS) regardless of whether a request for reenlistment or extension is pending. Personnel pending medical or administrative separation will be scheduled as soon as their boards have been completed and recommendation packages have been forwarded for review and approval.

c. The 3-day Transition Assistance Program (TAP) workshop provides participants with up-to-date techniques for resume writing, job searching, interviewing techniques, marketing job skills and identifying job aptitudes. Participants receive information on community support services, labor market trends, goal setting, non-verbal communications, cover letters and job applications.

(1) Both transition programs are presented at least monthly at MCAS El Toro for all separating and retiring military personnel. Family members are encouraged to attend. Personnel from other duty stations or installations may participate on a space available basis.

(2) The transition programs utilize instructors from the Department of Labor, Department of Veterans Affairs and military and civilian personnel of the DoD. In addition, representatives of military and veterans service organizations, as well as professionals from the civilian community are used as instructors.

(3) Due to seating limitations these classes may require a reservation. When required, reservations will only be accepted from the UTC and Unit Career Planner for local attendees. Counselors will make requests with the FSC's CRMC to assure members are placed in a class in a timely and appropriate manner. CRMC gives priority consideration to personnel within 180 days of EAS.

(4) The Transition Program is available to all Armed Forces personnel stationed aboard MCAS El Toro and Marine Corps Air Facility (MCAF) Tustin, regardless of unit. Participants must be within 180 days of separation from active duty to be eligible to attend. All personnel should be encouraged to attend the program as soon as possible after they reach the 180 days remaining date.

d. CRMC resources include up-to-date computer systems for word processing, self-directed career counseling, job banks, the Operation Transition sponsored Defense Outplacement Referral System (DORS) and Transition Bulletin Board (TBB) programs. Additionally, an up-to-date library of resources relating to job search and career development is available. Staff members provide group and one-on-one interaction.

## 5. Action

### a. Reporting Unit Commanders:

(1) Ensure timely dissemination of all information and advertisements.

(2) Identify individuals having 180 days or less remaining prior to separation and direct them to attend transition programs per this Order.

(3) Designate in writing at least one officer, staff noncommissioned officer or civilian of appropriate grade to serve as the UTC on an additional duty basis. Provide the name of the UTC to the installation CRMC Manager. Direct the UTC to attend all scheduled transition assistance training classes provided by the CRMC.

(4) Ensure that the unit's Career Planner and UTC submit a list of personnel electing to separate from the Marine Corps each month per reference (b).

(5) Ensure that personnel (EAS or retirement) deploying to and returning from overseas are afforded the opportunity to participate in the programs as soon as possible.

(6) The cooperation of Reporting Unit Commanders, Career Planners and the UTC is essential to the success of the program. Detailed responsibilities are listed in Chapter 5 of reference (b).

b. Director, FSC:

(1) Operate the CRMC in consonance with the references.

(2) Keep apprised of new developments within the program which may go beyond the scope of reference (b) and this Order.

c. Manager, CRMC:

(1) Act as program manager for the Transition Program.

(2) Coordinate, monitor, market and evaluate the overall process.

(3) Implement and coordinate training programs and assist all assigned UTC in the performance of their duties as defined in reference (b).

(4) Establish workshops for preseparation counseling and employment assistance. Advertise the programs offered using any and all avenues available. These shall include, but are not limited to, The Flight Jacket, station marquee, flyers, E-Mail and inclusion in the units' Plan of the Day.

(5) Ensure that the Transition Bulletin Board (TBB), DoD DORS/Public and Community Service (PACS) registry and all other computer based resources are properly maintained.

(6) Submit, in accordance with reference (b) paragraph 5005.3d, Appendix L, the required Quarterly Report.

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6. Concurrence. The Commanding General, 3d Marine Aircraft Wing and the Commanding Officers, Marine Aircraft Group 46 and Combat Service Support Detachment 14 concur and direct their personnel to comply with the provisions of this Order.

  
S. F. MUGG  
Chief of Staff

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